

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID-19 RA014 v01
RA conducted by: (List all involved in conducting the risk assessment)	G. Howard & A. Bisconti
Signature of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
Date RA conducted:	17/08/20
Planned review date:	On-going – As required

Task and/or work activities covered by the assessment

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Description: To aid assess management of safe practices for protecting against transmission/spread of COVID-19 virus between persons in and around UCB Properties and Work Areas.

In every workplace, maintain 2meter distancing where possible (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.

Reference:

Gov.UK - Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services (Updated 12-08-20)

<https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-pubs-bars-takeaways-140820i.pdf>

Gov.uk Guidance - Coronavirus (COVID-19): implementing protective measures in education and childcare settings - Updated 1st June 2020

Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 17 July 2020
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

Hazards present which create potential Health & Safety risks: (Tick as applicable)

Machinery and Equipment

- Lifting operations (incl. FLT)
- Flammable gases/liquids
- Electricity
- Machinery and equipment

Workplaces

- Slips, trips and falls
- Fall from heights
- Transport (incl. loading)
- Workstations and seating

Occupational Health

- Noise exposure >80dB(A)
- Hand-arm vibration
- Hazardous substances
- Musculoskeletal Injury/diseases

Other Hazards

- Lone working
- Display screen equipment
- Manual handling of loads

Other Hazards (Specify):

Viral: Infection/cross transmission of COVID-19 virus, : Spread through close contact with transmission between persons by respiratory aerosols and/or touching of contaminated surfaces.

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section 'observations/comments' as required for further action. Copy of the completed assessment to be retained for review by the assessor/department competent person.

		Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
Severity	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Risk Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
12 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or re-address the process requirements

The 'Likelihood' & 'Severity' value is to be scored 1 – 5 taking guidance from the above matrix - the total overall 'Risk' value 'R' is: 'L' * 'S' entered into the 'R' column
Dependant on the overall score; this will dictate if further actions/control measures should be highlighted or the process reviewed

Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons
(The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID H&S RA ref. 014.1	Ingress, Egress, Risk: Spread of virus through close contact with transmission by respiratory aerosols and/or touching of contaminated surfaces	a,b,c,d,e,f	4	5	20	Main doorways to be limited to one person in and one person out at a time, - right of way must be given to the person exiting the area when possible: protocols to be adopted of anyone exiting have priority – social distancing is to be observed. One out–one in. Social distancing to be exercised if waiting - 2metres apart where possible/practical. Where doorways are identified as unavoidable ‘pinch points’ but normally usable by two persons, the doorway will be divided into half to identify sides for way-in and way-out, - giving way to persons exiting an area should still be a priority when possible to maintain maximum distancing. One-way system to be operated around the bar & seating area. All customers are to use hand sanitiser before entry – this is provided at entry points to the bar. Increased regular cleaning/sanitising is to be conducted by cleaning staff paying particular attention to key touch points: - door handles, stair banister rails, push pad points on doors & automatic doors.	1	5	5	Maintain, monitor and regularly review control measures.
COVID H&S RA ref. 014.2	Equipment & Food Safety Risks: Spread of virus through touching of surfaces	a,b,c,d,e,f	4	5	20	There should be no mishandling of any food (sandwiches/drinks etc), all cakes/pastries to be served by staff, coffee orders will be served by staff, - all cutlery to be pre-packed disposable, plates/dishes & cups or other items to be disposable. Cakes & pastries to be individually pre-packed. Only disposable condiments to be provided where required – this includes sugars & milk – stirring sticks/spoons Any trays used are to be cleaned and sanitised between uses. Visual messages/notices to be displayed with use of pictures of good and bad practice, in addition to written information. Notices should be in pictograph form where possible for ease of translation purposes.	1	5	5	Maintain, monitor and regularly review control measures.
COVID H&S RA ref. 014.3	Toilets Risks: Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces	a,b,c,d,e,f	4	5	20	Access to all toilet areas will be on a ‘one only’ basis – one in and one out. Access is to be on a ‘Knock and Call’ process – signage to be displayed. 2m social distancing guidelines should be followed in all communal areas. Outline of all procedures for toilets are to be detailed within initial training back to class booklet.	1	5	5	Maintain, monitor and regularly review control measures.

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID H&S RA ref. 014.4	<p>Transmission of COVID-19 Virus</p> <p>Risks: Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces</p>	a,b,c,d,e,f	4	5	20	<p>Provide posters/signage for clear guidance on social distancing and hygiene requirements</p> <p>Reduce congestion and contact between customers, controlled queue management and/or one-way flow, where possible. Limit customer numbers at doors due to queueing at Cakes & Bakes.</p> <p>All customers are to wear masks/face coverings when queueing for service and payment, - masks may only be relaxed when seated at cafeteria/restaurant tables and eating & drinking is taking place.</p> <p>Encourage contactless payments where possible and adjusting location of card readers to social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).</p> <p>Maximise contact distancing between front of house staff and customers at points of service/till point where possible. For example, use counter space to segregate, wearing face visor/using screens or tables at tills and counters to aid maintain social distancing guidelines</p> <p>Only persons from the same office or class bubble should share the same tables, tables should be maximum 2 or 4 person capacity.</p> <p>All tables to be positioned so that persons seated at individual tables are seated 2m apart as best possible – consider reducing the capacity of the seating area for consumption of food.</p> <p>Signage to be displayed informing of 20min only seating time to eat/drink refreshments</p> <p>Minimising access to walk-in pantry/store room, only one person to access this areas at one point in time. Only single or staff partnering to work behind the bar/serving.</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID H&S RA ref. 014.5	<p>Cleaning & Clearing</p> <p>Risks: Spread of virus through respiratory aerosols and/or touching of surfaces</p>	a,b,c,d,e,f	4	5	20	<p>All students to clear their own tables after use – dispose of rubbish in appropriate bins – information signs to be in place</p> <p>A full cleaning schedule to be established for Catering Staff Services for increased cleaning/sanitising of key ‘touch point areas’ including counters, tables, trays and other areas that could be infected, - seating areas, door knobs/handles, toilet/washroom areas, stairways and stair rails, lifts etc. Ensuring more regular bin collections/emptying – not more bins!</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID H&S RA ref. 014.6	<p>Ventilation (Estates)</p> <p>Risks: Spread of virus through transmission by respiratory aerosols</p>	a,b,c,d,e,f	4	5	20	<p>Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible. Ventilation systems should provide an adequate supply of fresh air.</p> <p>Ventilation should be increased where possible, supply and extraction fans should be turned on (not when supplied or extracted to other rooms/areas), and by opening doors (excluding fire doors) and windows where possible to increase natural air flow of the area.</p>	1	5	5	Maintain, monitor and regularly review control measures.

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID H&S RA ref. 014.7	<p>Catering Staff / Students</p> <p>Risks: Spread of virus through close contact and transmission by respiratory aerosols and touching of surfaces</p>	a,b,c,d,e,f	4	5	20	<p>All Catering Staff to receive 'refresher training' at the start of each shift to reiterate the importance of regular hand washing, keeping good social distancing in the cafeteria and work areas as best possible and cleaning and sanitising work surfaces, countertops and tables etc.</p> <p>Working areas should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.</p> <p>All Catering Staff are to inform their Line Manager of their wellbeing if they are feeling unwell, suffering any symptoms for COVID 19 – (new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia)), or any concerns of being classed as high risk of infection/contracting COVID-19 – if there are concerns of a person developing symptoms of COVID-19 they should be sent home or escorted (keeping 2m distancing) to the (University Guild Office SR, or Reception Interview Room RH) which is designated as an isolation area and await arrangements to get them home safely for self-isolation. They should organise for a COVID test immediately under NHS 'Test & Trace' regulations by calling 119 or booking on-line. Security should be informed if someone requires isolation on-site who will have instruction for procedures to adopt. (See government advice details below)</p> <p>All Support Catering Workers are to wear IIR masks as protection when working front of house. Regularly wash/sanitize hands and surfaces</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID H&S RA ref. 014.8	Fire	a,b,c,d,e,f	3	5	15	<p>All actions should be conducted as usual procedure – raise the alarm, try and attack the fire where possible, evacuate the building – do not comply with social distancing guidelines if it would be unsafe to do so. Evacuate the building by the shortest, safest route.</p> <p>Social distancing should be exercised as best possible at the emergency assembly point.</p>	1	5	5	Maintain, monitor and regularly review control measures.

Summary of any high risk (Red, 12 – 25) findings from the assessment after introduction of control measures and re-evaluation (if any?)

Proposed action plan to eliminate, or reduce identified risks where current controls require further improvement?

Gov.uk – Department of Education Guidance - Coronavirus (COVID-19): guidance for educational settings - Updated 1st June 2020

What happens if someone becomes unwell at an educational or childcare setting?

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?

When a child, young person or staff member develops symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when the symptoms started; or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken.

If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

This only applies to those who begin their isolation on or after 30 July 2020.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Copy of the completed assessment must be retained for review by the assessor or the department competent person.